

Travel Allowances

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to official station for nonworkdays, indirect route or interrupted travel, and illness or injury or a personal emergency situation) shall apply to travel on an actual subsistence expense basis.

[FTR Amdt. 10, 55 FR 41534, Oct. 12, 1990]

PART 301-9—MISCELLANEOUS EXPENSES

Sec.

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AUTHORITY: 5 U.S.C. 5701-5709; E.O. 11609, 36 FR 13747, 3 CFR, 1971-1975 Comp., p. 586.

§ 301-9.1 Expenses allowable.

(a) *Miscellaneous expenses.* Charges for necessary stenographic or typing services or rental of typewriters in connection with the preparation of reports or correspondence, clerical assistance, services of guides, interpreters, packers, drivers of vehicles, and storage of property used on official business shall be allowed when authorized or approved.

(b) *Hire of a room.* When necessary to engage a room at a hotel or other place to transact official business, a separate charge therefor shall be allowed when authorized or approved. (See § 301-11.3(c)(8).)

(c) *Travelers checks, money orders, certified checks, or automated-teller-machine (ATM) services.* Reimbursement for the cost of travelers checks, money orders, or certified checks purchased in connection with official travel, as well as transaction fees for authorized ATM withdrawals, may be allowed. The amount of the checks, money orders, or ATM cash withdrawals may not exceed the amount of funds authorized to be advanced in accordance with the provisions of § 301-10.3.

(d) *Fees relating to travel outside the continental United States.* Reimbursement for the following items of expenses may be authorized or approved:

(1) *Conversion of currency.* Commissions for conversion of currency in foreign countries. (See § 301-11.5(e).)

(2) *Check cashing costs.* Charges covering exchange fees for cashing United States Government checks or drafts is-

sued for the reimbursement of expenses incurred for travel in foreign countries. (See § 301-11.5(e)(1).) Exchange fees incurred in cashing checks or drafts issued in payment of salary shall not be allowed in travel expense accounts.

(3) *Trip insurance.* Cost of trip insurance purchased by employees for use of a Government-furnished or privately owned vehicle during official business for specific or individual trips into a foreign country. Trip insurance covers potential liability for property damage or personal injury or death to third parties. Reimbursement is limited to instances in which the purchase of such insurance is required by foreign statute or is a practical necessity due to the legal procedures of a foreign country which, in the event of an accident, could result in detainment of the driver or impoundment of the vehicle. The amount of reimbursement is limited to the cost of the minimum amount of insurance required for the use of a foreign country's roads or the minimum amount required to be purchased by industrial custom.

(4) *Travel document costs.* Fees in connection with the issuance of passports, visa fees, costs of photographs for passports and visas, costs of certificates of birth, health, and identity, and of affidavits and charges for inoculation which cannot be obtained through a Federal dispensary.

(e) *Other expenses.* Miscellaneous expenditures not enumerated in this section, when necessarily incurred by the traveler in connection with the transaction of official business, shall be allowed when approved.

[54 FR 20290, May 10, 1989, as amended by FTR Amdt. 12, 55 FR 49894, Dec. 3, 1990]

§ 301-9.2 Additional travel expenses incurred by an employee with a disability.

(a) *Policy, applicability, and general rules—(1) Policy.* In accordance with the Rehabilitation Act of 1973, as amended, (29 U.S.C. 701 *et seq.*) and 5 U.S.C. 3102, these provisions are intended to accommodate an employee with a disability by providing for reimbursement of necessary additional travel expenses incurred in the performance of official travel.

(2) *Applicability.* This section applies to an employee with a disability as defined in paragraph (b) of this section.

(3) *General rule.* Payment is authorized for the additional travel expenses listed in paragraph (c) of this section which are necessarily incurred by an employee with a disability in the performance of official travel.

(b) *Definitions.* For purposes of this section, the following terms have the meaning indicated:

(1) *Employee with a disability.* The term “employee with a disability” means an employee who has a disability as defined in paragraph (b)(2) of this section, and is otherwise generally covered under the Rehabilitation Act of 1973, as amended, 29 U.S.C. 701 *et seq.*

(2) *Disability.* The term “disability”, with respect to an employee, means:

(i) Having a physical or mental impairment that substantially limits one or more major life activities;

(ii) Having a record of such an impairment; or

(iii) Being regarded as having such an impairment.

(3) *Physical or mental impairment—(i)* The term “physical or mental impairment” means:

(A) Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: Neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardio-vascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine; or

(B) Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

(ii) The term “physical or mental impairment” includes, but is not limited to, such diseases and conditions as cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, and orthopedic, visual, speech, and hearing impairments.

(4) *Major life activities.* The term “major life activities” means functions such as caring for oneself, performing manual tasks, walking, seeing, hear-

ing, speaking, breathing, learning, and working.

(5) *Substantially limits.* The term “substantially limits” means the employee is unable to perform a major life activity that the average person in the general population can perform; or is significantly restricted as to the condition, manner, or duration under which he/she can perform a particular major life activity as compared to the condition, manner, or duration under which the average person in the general population can perform that same major life activity.

(6) *Has a record of such an impairment.* The term “has a record of such an impairment” means the employee has a history of, or has been classified as having, a mental or physical impairment that substantially limits one or more major life activities.

(7) *Is regarded as having such an impairment.* The term “is regarded as having such an impairment” means the employee:

(i) Has a physical or mental impairment that does not substantially limit major life activities but the impairment is treated by the agency as constituting such a limitation;

(ii) Has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; or

(iii) Has none of the impairments defined in paragraph (b)(3) of this section but is treated by the employing agency as having a substantially limiting impairment.

(c) *Allowable expenses.* The following expenses are allowable additional travel expenses payable to an employee with a disability:

(1) Transportation and subsistence expenses authorized under this chapter that are incurred by an attendant accompanying the employee, whether the attendant is or is not a member of the employee’s immediate family, when the employee requires the assistance of an attendant;

(2) Cost of specialized transportation for the employee to, from, and/or at the temporary duty location;

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(3) Cost of specialized services provided by a commercial carrier necessary to accommodate the employee's disability;

(4) Costs incurred as a direct result of the employee's disability for baggage handling in connection with public transportation or at lodging facilities;

(5) Cost of renting and/or transporting a wheelchair; and

(6) Cost of premium-class accommodations when necessary to accommodate the employee's disability (the necessity must be substantiated in writing by a competent medical authority and authorized under § 301-3.3 of this chapter).

[FTR Amdt. 25, 57 FR 8091, Mar. 6, 1992, as amended by FTR Amdt. 37, 59 FR 27488, May 27, 1994]

§ 301-9.3 Payment to Government employees.

Neither payment nor reimbursement shall be allowed under any agreement made by the traveler with an employee of the Government for personal services.

[54 FR 20290, May 10, 1989. Redesignated by FTR Amdt. 25, 57 FR 8091, Mar. 6, 1992]

§ 301-9.4 Payment and reimbursements.

Where cash payment is made for services covered by this part, reimbursement for the charges actually made may be allowed provided the voucher shows the quantity, unit, and unit price. (See § 301-11.3(c).) If cash payment is not made, the account shall be approved by the traveler, certified by the payee, and forwarded to the administrative office for approval and payment direct to the person who rendered the service. The account must show the dates of service, quantity, unit price, and any other particulars that may be needed for a clear understanding of the charge. If a Government voucher form is not used, care should be taken that each account is submitted in duplicate, the original of which shall bear the approval of the traveler and the following certificate by the payee:

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I certify that the foregoing account is correct and just and that payment therefor has not been received.

[54 FR 20290, May 10, 1989. Redesignated by FTR Amdt. 25, 57 FR 8091, Mar. 6, 1992, and amended by FTR Amdt. 26, 57 FR 28634, June 26, 1992]

PART 301-10—SOURCES OF FUNDS

Sec.

301-10.1 General policy.

301-10.2 Procurement of common carrier transportation.

301-10.3 Advance of funds.

301-10.4 Use of foreign currencies.

AUTHORITY: 5 U.S.C. 5707.

§ 301-10.1 General policy.

(a) *Minimizing cash requirements.* As a general policy, employees traveling on official business are responsible for meeting their current travel expenses. However, Federal employees should not have to pay official travel expenses entirely from personal funds unless the employee has elected not to use alternative resources made available by the Government; i.e., contractor-issued charge cards, travelers checks, or contractor-provided automated-teller-machine (ATM) services. To alleviate the need for employees to use personal funds, agencies may issue travel advances for certain expenses as authorized by § 301-10.3. Agencies and travelers shall take all reasonable steps to minimize the cash burden on both the agency and the traveler. These steps shall include, but not be limited to, using Government contractor-issued charge cards. Where the use of Government contractor-issued charge cards is impractical for procuring common carrier transportation, agencies shall purchase required transportation tickets for employees using Government Transportation Requests (GTR's) as provided in § 301-10.2, or centrally billed accounts as provided in § 301-15.45.

(b) *Managing financial resources.* To manage Federal financial resources more effectively for travel expense purposes, agencies shall:

(1) Hold to a minimum the amounts of cash advanced for travel purposes as provided in § 301-10.3;